



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 16, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

12 July 16, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**PROPOSITION 218 DOWNTOWN LANCASTER PROPERTY
AND BUSINESS IMPROVEMENT DISTRICT
(FIFTH DISTRICT)
(3-VOTES)**

SUBJECT

This action recommends support of the proposed assessment for the Downtown Lancaster Property and Business Improvement District (PBID) in the City of Lancaster for a five-year period beginning January 1, 2014, at an initial annual cost to the County of \$18,119.02.

IT IS RECOMMENDED THAT THE BOARD:

Support the assessments on properties owned by the Consolidated Fire Protection District and County of Los Angeles (County) within the boundaries of the Downtown Lancaster Property and Business Improvement District for marketing and promotions, and clean and safe programs at an initial annual cost to the County of \$18,119.02; and direct the Chief Executive Officer to cast the ballots supporting the assessments for the properties.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the proposed PBID will allow for enhanced services and activities, including marketing and promotions, and clean and safe programs, i.e., security and enhanced maintenance services, to the assessed properties. The proposed PBID includes the County-owned Lancaster Public Library located at 601 W. Lancaster Boulevard Assessor's Parcel Number (APN) 3134-010-919, and Fire Station 33 located at 44947 Date Avenue, Lancaster, APNs 3134-009-901, -902, -907, -908, -909, -910, -911, -912, and -919.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of Integrated Services Delivery (Goal 3) directs that we maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services. Support for the benefit assessment levied on County property to provide enhanced marketing, maintenance, and security programs fills an identified need and supports this goal.

FISCAL IMPACT/FINANCING

The proposed total assessment amount for the District is \$277,513.61 for Calendar Year 2014. The total annual assessment on the County properties in Fiscal Year (FY) 2013-14 is \$18,119.02. Thereafter, the District Owner's Association may increase the assessments by no more than 3 percent annually.

The costs associated with the assessment will be paid by the Rent Expense budget and charged back to the occupying departments. Sufficient appropriation is available in the FY 2013-14 budget to pay the annual assessment.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

With the passage of Proposition 218, property owned by government agencies became subject to assessment by various County and non-County assessment districts on July 1, 1997. The County, like other property owners, is able to cast ballots supporting or opposing the assessments and its ballots will be weighted to reflect its proportionate share of the total assessment. Publicly owned properties are not exempt from the assessments unless the parcels receive no special benefit. The assessing agency cannot increase an assessment or impose a new assessment if a majority of the ballots returned opposes the proposed assessment.

Local property owners have petitioned the Lancaster City Council to commence proceeding to secure property owners' approval for the establishment of the PBID and benefit assessment to establish a stable funding source to ensure the ongoing success of the downtown and its businesses. The method of assessment is based on benefit zone, lot size, and building size to all properties within the district boundaries excluding single family residential parcels and public easements on private parcels. The proposed PBID will replace the existing Business Improvement District and will assess property owners in place of charging business owners a fee.

The Chief Executive Office (CEO) has determined that the services to be financed by the PBID will be of sufficient benefit to warrant the Board's support; and therefore, recommends that you direct the CEO to complete the petition as supporting the assessments and direct the CEO to cast any subsequent ballots in support of the property assessments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Support for this benefit assessment will help ensure funding to continue the enhanced marketing and promotions, and clean and safe programs, within the District.

CONCLUSION

The Honorable Board of Supervisors

7/16/2013

Page 3

It is requested that the Executive Officer, Board of Supervisors, return the adopted stamped Board letter to the CEO, Real Estate Division, 222 South Hill Street 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:RLR:CMM

SDH:LHB:ns

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Fire
Public Library

**CITY OF LANCASTER
DOWNTOWN LANCASTER PROPERTY AND BUSINESS IMPROVEMENT DISTRICT**

ASSESSMENT BALLOT

This ballot is for the use of the owner of the parcel(s) identified below by Assessor Parcel Number (APN). The parcel(s) are located within the proposed Downtown Lancaster Property and Business Improvement District (PBID) in the City of Lancaster. Please advise Chenin Dow as soon as possible at (661) 723-6165 if the information set forth below is incorrect.

This ballot may be used to express either support for, or opposition to, the proposed assessment and PBID. The assessment is described in the Engineer's Report and Management District Plan, which are on file and available for inspection with the City Clerk. To be counted, this ballot must be completed and signed below by an owner of the identified parcel or, if the owner is not an individual, by an authorized representative of the owner. The ballot must then be returned by mail or in person to the City Clerk, 44933 Fern Ave, Lancaster, CA 93534.

Delivery by Mail: Seal the ballot in the envelope provided, affix first-class postage, and place in the mail so that it is received no later than the close of the public hearing on July 23, 2013, scheduled to begin at 5:00 p.m.

Personal Delivery: Seal the ballot in the envelope provided. Then deliver the sealed envelope to the City Clerk by the close of the public hearing to be held at 5:00 p.m. on July 23, 2013, in the City Council Chambers, 44933 Fern Ave, Lancaster, CA 93534.

The City Council will not impose the assessment if the ballots submitted in opposition to the assessment exceed those submitted in favor of it. Each ballot is weighted according to the proportional financial obligation of the affected property.

THIS BALLOT MUST BE RECEIVED BY THE CITY CLERK BEFORE THE CLOSE OF THE PUBLIC HEARING ON JULY 23, 2013, TO BE COUNTED.

To cast this ballot, return either this entire page or the portion below this line.

DOWNTOWN LANCASTER PBID ASSESSMENT BALLOT

Please mark in one box below to cast your vote. Don't forget to sign and date your ballot!

☐

YES, I approve of the proposed assessment on the parcel(s) identified in this ballot.

☐

NO, I do not approve of the proposed assessment on the parcel(s) identified in this ballot.

Unique ID Number: 77

Total PBID Assessment Amount (Votes Cast):

\$18,119.02

Assessor Parcel Number(s)	Owner of Record	Assessment Per Parcel
<u>3134009901</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$361.40</u>
<u>3134009902</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$235.96</u>
<u>3134009907</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$237.20</u>
<u>3134009908</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$1,151.34</u>
<u>3134009909</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$364.24</u>

The undersigned swears under penalty of perjury that the undersigned is the record owner of the parcel(s) identified above or is the authorized representative of the record owner.

OWNER NAME (PRINTED)

OWNER SIGNATURE

/ /2013

DATE

Note: Property owners with multiple parcels may have additional pages attached - please leave attached and sign all appropriate pages.

**CITY OF LANCASTER
DOWNTOWN LANCASTER PROPERTY AND BUSINESS IMPROVEMENT DISTRICT**

ASSESSMENT BALLOT

This ballot is for the use of the owner of the parcel(s) identified below by Assessor Parcel Number (APN). The parcel(s) are located within the proposed Downtown Lancaster Property and Business Improvement District (PBID) in the City of Lancaster. Please advise Chenin Dow as soon as possible at (661) 723-6165 if the information set forth below is incorrect.

This ballot may be used to express either support for, or opposition to, the proposed assessment and PBID. The assessment is described in the Engineer's Report and Management District Plan, which are on file and available for inspection with the City Clerk. To be counted, this ballot must be completed and signed below by an owner of the identified parcel or, if the owner is not an individual, by an authorized representative of the owner. The ballot must then be returned by mail or in person to the City Clerk, 44933 Fern Ave, Lancaster, CA 93534.

Delivery by Mail: Seal the ballot in the envelope provided, affix first-class postage, and place in the mail so that it is received no later than the close of the public hearing on July 23, 2013, scheduled to begin at 5:00 p.m.

Personal Delivery: Seal the ballot in the envelope provided. Then deliver the sealed envelope to the City Clerk by the close of the public hearing to be held at 5:00 p.m. on July 23, 2013, in the City Council Chambers, 44933 Fern Ave, Lancaster, CA 93534.

The City Council will not impose the assessment if the ballots submitted in opposition to the assessment exceed those submitted in favor of it. Each ballot is weighted according to the proportional financial obligation of the affected property.

THIS BALLOT MUST BE RECEIVED BY THE CITY CLERK BEFORE THE CLOSE OF THE PUBLIC HEARING ON JULY 23, 2013, TO BE COUNTED.

To cast this ballot, return either this entire page or the portion below this line.

DOWNTOWN LANCASTER PBID ASSESSMENT BALLOT

Please mark in one box below to cast your vote. Don't forget to sign and date your ballot!

☐

YES, I approve of the proposed assessment on the parcel(s) identified in this ballot.

☐

NO, I do not approve of the proposed assessment on the parcel(s) identified in this ballot.

<u>3134009910</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$236.88</u>
<u>3134009911</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$456.88</u>
<u>3134009912</u>	<u>L A COUNTY CONSOLIDATED FIRE</u>	<u>\$457.20</u>
<u>3134010919</u>	<u>L A COUNTY</u>	<u>\$14,617.92</u>

The undersigned swears under penalty of perjury that the undersigned is the record owner of the parcel(s) identified above or is the authorized representative of the record owner.

OWNER NAME (PRINTED)

OWNER SIGNATURE

/ /2013

DATE

Note: Property owners with multiple parcels may have additional pages attached - please leave attached and sign all appropriate pages.

PROCEDURES FOR COMPLETION, RETURN, AND
TABULATION OF THE ASSESSMENT BALLOT

The property owner should complete the attached assessment ballot. An explanation of who may complete the assessment ballot on behalf of the property owner is provided below.

To complete the assessment ballot process, property owners must complete the following steps:

- Verify that the parcel number(s), legal owner's name, legal owner's address, and site address listed on the assessment ballot are correct. If any of these items are not correct, please contact the Chenin Dow at (661)723-6165.
- Review the two assessment ballot options to approve or disapprove the Downtown Lancaster Property and Business Improvement District assessment.
- Mark your option to approve or disapprove the proposed assessment.
- Sign the assessment ballot.
- Place the completed assessment ballot in the return envelope.
- Submit return envelope with assessment ballot inside to the City Clerk, City of Lancaster.

Assessment ballots may be submitted in the following manner:

- ❑ By Mail: City Clerk, City of Lancaster, 44933 Fern Avenue, Lancaster, CA 93534.
- ❑ In Person: City Clerk, City of Lancaster, 44933 Fern Avenue, Lancaster, CA 93534. Clerk's office hours are from 8:00 a.m. to 6:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday. **Please note: Ballots must be submitted prior to the close of the public hearing scheduled to consider this matter. The hearing is scheduled for July 23, 2013 at 5:00 p.m.**

The assessment shall not be imposed if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. Ballots will be weighted according to the financial obligation of the owners of the affected properties.

WHO MAY COMPLETE THE ASSESSMENT BALLOTS

Assessment Ballots may be signed by the following parties:

1. If the property is owned by an individual, the individual may sign.
2. If the property is owned by a corporation, the ballot may be signed for the corporation by any officer or officers authorized to make contracts by the corporate by-laws or by resolution of the corporation's Board of Directors.
3. If the property is owned by a partnership, any general partner may sign.
4. If two or more persons own the property as tenants-in-common, any one tenant-in-common may sign for all.
5. If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.

DOWNTOWN LANCASTER PROPERTY AND BUSINESS IMPROVEMENT DISTRICT PUBLIC NOTICE

Developed by a coalition of property and business owners, the Downtown Lancaster Property and Business Improvement District (PBID) is a special benefit assessment district to improve and convey special benefits to properties located in the district. The PBID would provide the improvements and activities summarized below, above and beyond those currently provided by the City of Lancaster.

**A PUBLIC HEARING ON THE PBID FORMATION IS SCHEDULED FOR
JULY 23, 2013, AT 5:00 P.M.,
CITY COUNCIL CHAMBERS,
44933 FERN AVENUE, LANCASTER, CA 93534.**

Location: The District will deliver services to properties in Downtown Lancaster. The District includes parcels along W. Lancaster Boulevard between Sierra Highway and 10th Street West, parcels along 10th Street between W. Jackman Street and W. Milling Street, parcels along Fern Avenue between W. Jackman Street and W. Milling Street, and certain adjacent parcels.

Services: The District will provide marketing and promotions, clean and safe programs, and advocacy directly to assessed properties.

Budget: The District budget for the initial year of its five-year operation is anticipated to be \$277,513.61. This amount may be subject to an increase in the assessment rate of no more than three percent (3%) per year at the discretion of the Owners' Association's Board of Directors, which will represent those paying the assessment.

Cost: The cost to the parcel owner is based on benefit zone, lot size, and building size. Single family residential parcels and public easements on private parcels will not be subject to the assessment. Assessment rates may be subject to an increase of no more than three percent per year. Assessment rates for the initial year are:

Parcel Type	Lot Rate	Building Rate
Zone 1		
Commercial	\$0.08	\$0.16
Apartment Complexes	\$0.04	\$0.08
Zone 2		
Commercial	\$0.04	\$0.09
Apartment Complexes	\$0.02	\$0.045

Duration: The proposed District will have a five-year life beginning January 1, 2014 and ending December 31, 2018. The assessment will be levied for this five-year term. After five years, the petition process, ballot process, and City Council hearing process must be repeated for the District to be reestablished.

The assessment shall not be imposed if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, with the ballots weighted according to the proportional financial obligation of the affected property.

The Property Owner Ballot included in this packet contains important information concerning its completion, return, and tabulation, and the effect of casting ballots in support or in protest of the assessment. For more information on the documents in this packet, please call Chenin Dow at (661)723-6165. For more information about the PBID, please call Civitas at (916) 325-0604.

ZONE



Lancaster PBID



February, 2013

